Instructions for setting up HP IPAQ with ESS software

Microsoft ActiveSync Install

IMPORTANT: Do not connect the IPAQ cradle & IPAQ until installation software asks you too!!

Insert HP iPaq Companion CD (if CD doesn't **AUTO-START**, then click on the start button, then click on run, type the drive letter for the CD drive then type :\setup.exe, in the open field. IE: D:\setup.exe)
Now click on OK.

Click on "**START HERE**"
Click on "**NEXT**"
"Un-Check" Install This for Microsoft outlook, Click on "**NEXT**"
ActiveSync will now start installing, click on "**NEXT**", on the following screen click on "**NEXT**" one more time.
You should now see the Get Connected screen "follow the instructions"
1. Connect the Cradle cable to a USB port. Connect power plug into back of cradle.
2. Turn on the IPAQ
3. Place the IPAQ in the cradle.

Your PC will add the IPAQ as a usable device and then ActiveSync will run to setup a partnership with the IPAQ.

> **Single user:** Leave on Standard partnership, click on "**NEXT**", leave on Synchronize with this desktop computer, click on "**NEXT**", un-check Favorites and Inbox, click on "**OK**", click on "**NEXT**", then click on "**FINISH**".

> **Multiple users:** Click on Guest partnership, click on "**NEXT**". *You will need to do this every time you connect the IPAQ.*

After finishing the partnership, you can close the Companion CD by clicking on the X in the top right corner.

The latest ActiveSync software can also be downloaded from the internet at:
http://www.microsoft.com/windowsmobile/downloads

ESS Install

From CD
Insert ESS CD into CD Rom. Open CD drive on PC and double click the "Computer programs" folder.
Double click "**ESS setup.exe**", then click "**NEXT**", click "**NEXT**", now click "**INSTALL**", uncheck the readme file, click "**FINISH**"
Open Desktop ESS, click on the Preferences button in the upper right corner. Under PDA Connection and File Location type: \SD Card\ESS Files\

From www.drinkingwater.utah.gov:
With your internet browser, navigate to http://drinkingwater.utah.gov
Click in the "Division Programs" tab on the left.
Select "Sanitary Survey" from the list.
Click on Desktop Electronic Sanitary Survey (ESS)
Right click on "**ESS setup.exe Version 3.7**" and select "Save as" to download the "**ESS setup.exe**" file to your computer.
Follow the instruction listed above for "From CD".

PDA Setup Inside ESS
Open "My Computer"/ Mobile Device/ My Pocket PC/ SD Card, now right click in window and create a new folder named "ESS Files".
Open Desktop ESS, click on the Preferences button in the upper right corner. Click on the Test PDA Connection button. (Repeat as necessary until PDA is Connected appears.) Next, click on the Reload PDA Files button. Click OK on each Success message.

PDA Setup Outside ESS (see also **Quick Cheat** instructions below for alternate method)
Open "My Computer"/ Mobile Device/ My Pocket PC/ SD Card, now right click in window and create a new folder named "ESS Files, open the "ESS Files folder. Don't close window yet.

Open "My computer"/C drive/ Program Files/ Desktop ESS/ PDA files, select both files and copy to "ESS Files" folder on the SD Card on IPAQ, On warning notice, click on yes, the files will now be copied on the IPAQ.

Creating shortcut for SanitarySurvey to place in the start menu on your IPAQ.

Tap on "Start", tap on "File Explorer", now tap on the following: My Device, SD Card, ESS Files, press and hold the stylus on SanitarySurvey until dots circle the stylus, select copy, tap on down arrow and go to My Device, now open Windows, Start Menu, press and hold stylus on window until dots circle the stylus, select paste shortcut. Hold stylus on "Shortcut to SanitarySurvey" until dots circle the stylus again, select Rename and remove "Shortcut to ".

You are now done setting up ESS.

Quick Cheat!!

Open your ESS CD, double click on the "PDA Files" folder, right click select the "ESS Files" folder, select copy.
Open "My Computer/ mobile device/ my pocket PC/ SD Card and then paste. On warning notice, click on yes.
Right click the "SanitarySurvey" icon, select copy.
Open "My Computer/ Mobile Device/ My Pocket PC/Windows/Start Menu and then right click and select paste shortcut. Right click "Shortcut to SanitarySurvey" select Rename and remove "Shortcut to ".

Sanitary Survey Database and PDA Question Transfer

Receiving Sanitary Survey Files:

Drag the sanitary survey attachments (mdb file) to your desktop to copy it there Move the MS Access database file (mdb file) to C:\Program Files\Desktop ESS.
Open Desktop ESS, click on the Preferences button in the upper right corner. Under Desktop File Location tap on the Select Another Database button. Select the database file (mdb file) just copied and click Select. Click OK on the Success message.

Returning Sanitary Survey Files to DDW:

Once finished with the field portion of the survey, return to the office to upload the survey into the "Desktop Sanitary Survey database" using the "Retrieve Survey from PDA" function. Polish survey questions and responses if needed. Print reports for submittal of survey report.

Return the database file (mdb file) via e-mail to DDW so the survey can be included in the master sanitary survey database. If the file is large (over 2 MB), use WinZip to facilitate the e-mail of the file. Follow the below instructions for zipping.

WinZip Instructions

Launch WinZip from all programs menu on your PC.
Click on the "New" button. So it's easy to find the zip file create it on your PC desktop.
Type a name for your zip file. i.e.: cedarcity_4-05, click on "OK"
On the Add window go to the location where the database and xml files are located, hold down the CTRL key and click on each of the files, then click on the "ADD" button.
You can now close the WinZip window.
Utah State ITS blocks zip files, so before attaching the zip file, rename the extension from .zip to .zap